

Request for Proposals

Diversity, Equity and Inclusion Planning

Worksystems is seeking qualified and experienced organizations or individuals to assist the organization in developing a Diversity, Equity and Inclusion Plan.

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Part I: Introduction

Worksystems is a non-profit agency that supports economic growth in the City of Portland, Multnomah and Washington counties by pursuing and investing resources to improve the quality of the workforce. We design and coordinate workforce development programs and services delivered through a network of partners to help people get the skills, training and education they need to go to work or to advance in their careers. Our partners include employers, labor groups, government, community colleges, high schools, community-based and economic development organizations. Since 1998, Worksystems has invested over \$300 million in our community.

Part II: Project Scope

Worksystems is seeking a contractor to guide us through the development of a Diversity, Equity and Inclusion Plan (DEI Plan) for the organization. We anticipate that the DEI Plan will cover and be incorporated into four areas of the organization’s work and include:

- A review of the organization’s governance structure including our strategic plan, mission and value statements and the composition of the Board of Directors.
- Assess how well the organization’s current workforce reflects the community and review the organization’s hiring practices and performance appraisal process and tools.
- A review of the organization’s procurement and contracting practices utilized to purchase program service delivery and contracted services in support of our work.
- Assess the organization’s communication and outreach efforts to determine how well they convey our DEI commitment and messages.

Each segment of the plan must include:

- A benchmark of the organization’s current state.
- Goals for moving forward.

- Action items and implementation strategies to achieve the goals.
- Associated timelines.
- Measurements of progress.

To develop the DEI Plan, the selected contractor will:

- Develop an engagement strategy to ensure full participation of the staff and Board of Directors.
- Develop a communications strategy to keep staff and the Board informed of progress.
- Recommend appropriate training for staff and Board members to help further the organization's DEI efforts.

Part III: Budget and Timeline

The project's initial budget is \$50,000. Consideration will be given to budget narratives submitted that exceed this amount. It is anticipated the work will begin in March 2019.

Part IV: Submission Requirements

Qualifications and Experience

- Describe your lived experience and knowledge of diversity, equity and inclusion issues. Describe your background and knowledge in facilitating and developing DEI Plans.
- Describe the process you will undertake to guide Worksystems staff and Board of Directors through the development of a DEI Plan that addresses each of the segments and elements within segments.

Budget Narrative

Please provide a budget estimate and associated timeline for the project that includes narrative and justification of costs. Include details and break-downs of the work elements and processes you plan to undertake, and associated costs, to deliver the final product.

If budget proposal is an hourly rate x time, the narrative should discuss estimated time for the various elements of the project to get at associated costs.

Supporting Documents

In addition to the Qualifications and Experience and Budget Narrative, each submission must include the following documents:

- Three examples of DEI Plans you have developed and written.
- Three references: Contact name, telephone number, email address.

Inquiries and Submission

Questions regarding this Request for Proposals may be submitted to RFP@worksystems.org up until February 4, 2019; responses will be posted to Worksystems website.

Please submit response and all supporting documents to RFP@worksystems.org with DEI Plan Proposal as the subject of the submittal, no later than Thursday, February 7, 2019, 12:00 noon.

The initial award decision will be communicated by March 15, 2019.

Part V: Additional Provisions and Disclaimers

- Worksystems reserves the right to waive informalities and minor irregularities in offers received.
- This RFP does not commit Worksystems to award a contract.
- Worksystems may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
- Worksystems reserves the right to request additional data or oral discussion or documentation in support of written offers.
- By providing contact information for references bidders are authorizing Worksystems to contact the reference and discuss bidders' work.
- No costs will be paid to cover the expense of preparing a proposal.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Worksystems and be subject to disclosure under the Freedom of Information Act. Applicants are advised that most documents in the possession of Worksystems are considered public records and subject to disclosure under the State of Oregon's Public Records Law.
- Formal notification to award a contract and the actual execution of a contract are subject to the following: Receipt of anticipated funding, results of negotiations between selected bidders and Worksystems staff, and continued availability of funds.
- Worksystems has a right to fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
- All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.